



State of Delaware  
Office of Management and Budget  
410 Federal Street, Suite 1  
Dover, DE 19901  
(302) 739-3613

**Posting #10-05-17**

**STATE CONTRACT/PROCUREMENT OFFICER**

**Opening Date:** October 19, 2005

**Closing Date:** November 2, 2005

**A Vacancy Exists**

**Salary:** \$35,934 - \$44,918 (Minimum – Midpoint) Pay Grade 13

**Location:** Kent and New Castle Counties (Please check which of these locations you are interested in on your application) Government Support Services, Webb Building, Silver Lake, Dover, DE and Governor Bacon Campus, Delaware City, DE

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**Summary Statement:** A class incumbent is responsible for providing contract and procurement services for State agencies, school districts, local governments, and volunteer fire companies.

**Minimum Qualifications:** Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Applicants must have education, training and/or experience demonstrating competence in each of the following areas. Failure in any one area will result in a rating of "not qualified."

1. Experience in the use of the practices and principles of contracting for procurement.

Applicants must list all applicable experience.

2. Knowledge of the principles and practices of researching, developing and evaluating contracting services.

Applicants must list all coursework and/or experience.

3. Knowledge of the interpretation of governmental rules and regulations regarding procurement.

Applicants must list all coursework and/or experience.

4. Knowledge of management relations and supervisory techniques.

Applicants must list all coursework and/or experience.

5. Ability to communicate effectively.

**Examination:** The application is evaluated based upon a rating of training and experience.

**Essential Functions:**

- Researches technical aspects of supplies and/or services requested for bid preparation; collects, interprets and distributes information.
- Prepares bid requests; researches, analyzes, and writes specifications.
- Records bids received; opens, reviews, tabulates, and analyzes bids; recommends contract award; notifies vendors of results.
- Prepares and sends contracts to successful vendors; prepares award notice.
- Maintains follow-up to ensure implementation of contracts.
- Organizes and directs informational meetings with agencies to prepare specifications; explains and clarifies policies.
- Interviews prospective vendors; provides information regarding policies/procedures of contracting with the State.
- May train and review the work of State Contract/Procurement Officers I.
- Performs related work as required.

**License, Registrations and Certifications:** Possession of a valid Class D driver's license at time of application.

**Conditions of Employment:**

Direct deposit of paychecks is required as a condition of employment.

Incumbent in this position will be subject to work overtime, as needed.

**Benefits:** To learn more about the comprehensive benefit package please visit the web-site at <http://delawarepersonnel.com/benefits/programs>

**Submitting your Application:**

- Apply on-line at [www.delawarestatejobs.com/postings](http://www.delawarestatejobs.com/postings) (applications will be routed automatically to the recruiting agency).
- If you can not apply on-line, paper applications can be submitted to one of the following locations.

OFFICE OF MANAGEMENT AND BUDGET, Management Services, Human Resources Office, Margaret O'Neill Building, 410 Federal Street, Suite 1, Dover, DE 19901. Fax: (302) 739-1181. For additional information contact the OMB Personnel Office at (302) 739-3613.

HUMAN RESOURCE MANAGEMENT, Townsend Building, 401 Federal Street, Suite 5, Dover, DE 19901 Phone: (302) 739-5458 Fax: (302) 739-2327

HUMAN RESOURCE MANAGEMENT, Carvel State Office Building, 1<sup>st</sup> Floor, 820 North French Street, Wilmington, DE 19801 Phone: (302) 577-8277 Fax: (302) 577-3957

HUMAN RESOURCE MANAGEMENT, Delaware Technical and Community College Campus, P. O. Box 610, Georgetown, DE 19947 Phone: (302) 856-5966 Fax: (302) 856-5969

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes or transcripts, please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The State of Delaware - An Equal Opportunity and Affirmative Action Employer**